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Sect 3

ADMINISTRATIVE NOTES

U.S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
LIBRARY AND STATUTORY DISTRIBUTION SERVICE

Vol. 3, No. 12

AUGUST 1982

CATALOGING SERVICE BULLETIN

The CATALOGING SERVICE BULLETIN (CSB) issue no. 11 was distributed to depository libraries on Survey 81-18. The Library of Congress notified GPO in May that CSB was a cooperative publication and could not be distributed in depositories. (See ADMINISTRATIVE NOTES, Volume 3, No. 4). However, upon further investigation it has been determined CSB does not fall completely within the cooperative publication category. GPO began ordering depository distribution copies (in paper) of the CATALOGING SERVICE BULLETIN, LC 30.7/2:, item 814-B, with issue no. 17. The Library of Congress has furnished us with two copies of issues 12 through 16, and these will be converted and distributed in microfiche.

FEDERAL LABOR RELATIONS AUTHORITY CLASS CHANGES

We have recently examined the publications of the Federal Labor Relations Authority and made the following changes.

Due to a slight variation in titles, the Digest and Tables of Cases, Decisions of the Federal Labor Relations Authority was mistakenly assigned two SuDoc classes. The publications for Jan.-June 1979 (no vol. numbering) and Jan.-Sept. 1979, Vol. 1 were correctly classed Y 3.F 31/21-3:9-2/(date). Vol. 2 (Oct. 1979-Mar. 1980) and Vol. 3 (Apr.-July 1980) were incorrectly classed: Y 3.F 31/21-3:9-3/(date). This class has been reassigned and corrections will appear on future shipping lists. The correct classes for these two publications are: Y 3.F 31/21-3:9-2/v.2 and Y 3.F 31/21-3:9-2/v.3.

After consultation with Depository Librarians we have decided to assign separate SuDoc numbers to the publications being issued under the collective title: FLRA Report of Case Decisions and FSIP Releases, SuDoc class Y 3.F 31/21-3:9/(nos.). These publications are sold on subscription and distributed in a package with a cover sheet. Included are four major titles and less frequently issued informational publications. The following new class structure has been established:

Y 3.F 31/21-3:9/case(nos.)	Report of Case Decisions
Y 3.F 31/21-3:9/release(nos.)	FSIP Releases
Y 3.F 31/21-3:9-3/(nos.)	Administrative Law Judge Decisions
Y 3.F 31/21-3:9-4/(date)	Citator

All classes will be listed separately on the shipping list under one item number and separate cataloging records will be created for the Serials Supplement. Separate classes or cataloging records will not be established for the miscellaneous material also included in the package.

These changes will facilitate the control and shelving of these publications.

DEPOSITORY ADMINISTRATION BRANCH UPDATE

Barbara Appel became the Chief, Depository Administration Branch in March, 1982. A 1976 graduate of the College of Library and Information Services, University of Maryland, she embarked upon her librarian career at the Free Library of Philadelphia as a cataloguer. Moving to Records Branch of GPO in 1979 she indexed and annotated documents for the GPO Sales Publications Reference File (PRF).

The Depository Administration Branch, which was reorganized in January of 1982, consists of two sections. The Micrographics Section is responsible for converting publications to microfiche and for producing the Microfiche Shipping Lists. The Library Services Section is responsible for the acquisition of publications, format decisions, DDIS (Depository Distribution Information System), produce Paper Shipping Lists, and assists libraries desiring to enter the Depository Library Program.

A new acquisition group within the Library Services Section of the Depository Administration Branch was formed on July 11, 1982. The group consists of 4 Acquisition Technicians, who are responsible for acquiring Government documents. Mr. Philip Ziegler is the coordinator of the group which consists of Stephanie Daniels, Frances Decker, and Joseph Mahar.

If you know of any publications which should be in the Depository Library Program and are not currently in the List of Classes (i.e. we are not already aware of the title), please use the attached Acquisition form to let us know. In order to efficiently process your requests, list only one title per form. Since we are still revising the Special Request to the Acquisition Group form, please photocopy the attached blank for additional requests. The final version of the form will be printed and copies distributed to depository libraries. The Acquisition Group will act upon all the requests. Any questions concerning the Branch organization and duties may be addressed to Barbara Appel, 5236 Eisenhower Avenue, Alexandria, VA 22304.



SPECIAL REQUEST TO THE ACQUISITION GROUP

Fill in the necessary information below on the current (1982) Government document you believe should be in the depository library program and is not mentioned in the latest List of Classes. Please list only one title per form.

Government organization responsible for the publication:

Title:

Series:

Agency contact information if known:

Name, Library number, and phone number of person making the request:

Mail to:

United States Government Printing Office
Acquisition Group (SLLA)
5236 Eisenhower Avenue
Alexandria, VA 22304

